

**MINUTES OF A REGULAR MEETING  
OF THE AIRPORT COMMISSION**

**1. CALL TO ORDER**

The Torrance Airport Commission convened in a regular session on Thursday, March 13, 2014 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Boyce, Donnellan, Hsiao, Jacobsen, Johnson, Orpe, and Chairperson Glass.

Absent: None.

Also Present: Facility Operations Manager Megerdichian, Business Manager Williams, and Deputy Community Development Director Cessna.

**3. FLAG SALUTE**

Commissioner Johnson led the Pledge of Allegiance.

**4. AFFIDAVIT OF AGENDA POSTING**

**MOTION:** Commissioner Hsiao, seconded by Commissioner Donnellan, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a roll call vote reflected unanimous approval.

**5. APPROVAL OF MINUTES**

**5A. MINUTES OF FEBRUARY 13, 2014**

**MOTION:** Commissioner Jacobsen moved to approve the February 13, 2014 Commission meeting minutes as submitted. Commissioner Johnson seconded the motion; a roll call vote reflected unanimous approval.

**6. ORAL COMMUNICATIONS #1 AND ANNOUNCEMENTS**

None.

**7. ACTION ITEMS**

None.

**8. INFORMATION ITEMS**

**8B. EXPANSION OF AIRPORT NOISE ABATEMENT REPORT**

This item was taken out of order.

Deputy Director Cessna presented an expanded Quarterly Noise Abatement Report modeled on the Santa Monica Airport monthly violation log. She noted that the new format displays date and time of violation, noise levels generated, duration of noise, monitor on which the violation was heard, description of aircraft type, n-number, and

action taken. She requested that Commissioners review the sample in Attachment A and provide comment.

Richard Root, Via Buena Ventura, stated that the information would be helpful to Commissioners and public, especially the action taken column, and is a step in the right direction. He noted that Santa Monica also provides the company or owner's name, the engine type, and type and model of the aircraft. He stated that Noise Abatement Reports only include noise violations and that he would like to see other violations listed that include curfew violations, training on Sundays, and early left turns.

Barry Jay, Brian Avenue, President, Torrance Airport Association, pointed out that, unless there is a single owner, there is no way to know who is piloting an aircraft. He stated that aircraft type should detail if it is a prop plane or jet.

John Bailey, Walnut Street, President of Southeast Torrance Homeowners Association, stated that the expanded information is a good starting point. He noted that the Coast Guard has been unable to take any corrective action because the date, time, and noise meter reading has not been listed. He suggested looking at Noise Abatement Reports from cities other than Santa Monica and added that it would be helpful to know if violators are transient or Torrance based aircraft.

Responding to Chairperson Glass's inquiry, Deputy Director Cessna stated that staff could work with their consultant to reformat the Report to include the owner and transient vs. based aircraft. She added that listing type and model of aircraft could be included but would be time consuming.

Commissioner Hsiao received clarification from staff that it is not a violation of privacy to include whoever an aircraft is registered to with the FAA as the owner but that sometimes it is registered under a corporation.

Deputy Director Cessna confirmed that Commissioners were interested in adding: if the aircraft is transient or Torrance based, company name or who it is registered to, and type or model of airplane. She stated that listing other violations would be included in the Report beginning in July 2014 after letters are sent out to FBOs and pilots.

#### **8C. PROCEDURE FOR REMOVAL OF HANGAR MODIFICATIONS**

Business Manager Williams reviewed the procedure that staff uses to evaluate modifications inside of hangars, such as offices and lofts, to determine whether they can remain or have to be removed. She called attention to Section 4: ALTERATIONS in the Hangar Rental Agreement included in Attachment A. She stated that the structure is inspected for safety and checked to see if permits were issued for its construction. If no permits can be found relating to the structure, the City removes it at its own expense before another tenant is offered the hangar. She noted that the structure is removed for the safety of future tenants and to reduce the City's risk. She described instances where modifications are permitted or deemed safe and allowed to remain, adding that a new tenant can accept the hangar with the addition or request it be removed.

In response to Commissioner Jacobsen's inquiries, she stated that every tenant at the Airport has signed the new Hangar Rental Agreement with the Alteration clause, that security deposits are not required, and that inspections are made periodically.

Commissioner Donnellan maintained that removal should be the tenant's responsibility and Facility Operations Manager Megerdichian explained that it is not in the Hangar Rental Agreement and that staff is aware that it should be updated.

Responding to Commissioner Orpe's inquiry, Facility Operations Manager Megerdichian explained that a new tenant receives walls and electrical outlets. He added that cupboards, cabinets, shelving, and workbenches are usually allowed to remain if acceptable to the new tenant.

In response to Barry Jay's inquiries, Manager Megerdichian provided clarification that the Commission can make a recommendation to change the policy but does not have jurisdiction over Airport operational issues. He stated that the term of hangar leases is month to month and that in the majority of cases a large structure is removed if there is no documentation. He recommended continuing the discussion regarding the policy that might affect existing and potential future tenants.

David Bentley read Section 6: LIABILITY in the Hangar Rental Agreement and received clarification that staff was unaware of any suit against the City for a tenant improvement. He stated that the tenant is responsible for everything and that improvements should be allowed to stay if a new tenant agrees that they are acceptable.

Bruce Ellison, Mindora Drive, stated that if something is not structurally sound it should be removed when a tenant leaves. He recommended requiring a security deposit so the City is not financially responsible.

Following a brief discussion, Commissioners concurred with staff recommendation to make no changes to the current procedure for removal of hangar modifications.

**8A. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE GENERAL SERVICES DEPARTMENT**

Chairperson Glass noted that the following reports for March 2014 were included in agenda materials: Hangar and Tiedown Rental Status, Ongoing Projects, March Meeting Room Calendar, Hangar Waiting List, Events Requiring Emergency Response for January and February 2014, and Airfield Operations Status for January 2014.

Referring to Report #2, Ongoing Projects, Facility Operations Manager Megerdichian reported that the FAA and FCC paperwork is being processed for the Airport Security Project and that work will begin after approvals have been received.

In response to Chairperson Glass's inquiry regarding the Alternate Emergency Operations Center, he stated that the storage room is finished and a contract has been awarded for replacement of the generator.

Commissioner Boyce noted the high frequency of flat tire incidents and Manager Megerdichian advised that every morning the runways and taxiways are checked to make sure they are clear.

**9. ORAL COMMUNICATIONS #2**

**9A.** Commissioner Jacobsen expressed his disappointment that the new Web Trak system does not show aircraft traffic in our area that the LAX system does. He questioned if the City wasted money for a contract for a system that is not functional.

Deputy Director Cessna stated that the system is not as good as the LAX system and attributed it to the FAA not allowing Torrance to have radar access feed. She stated that Torrance is getting passive feed through Long Beach and that some aircraft show up. She noted that, when the LAX contract expires, they would have the same problem. She stated that the people running the Web Trak system are trying to find a better way to access radar feed.

John Bailey stated that he discussed the problem and possible solutions with an FAA administrator.

Commissioners directed staff to bring back an informational item about the Web Trak system and Deputy Director Cessna raised the possibility of having a technician present at the next meeting.

**9B.** Richard Root stated that on March 25, 2014 the City of Santa Monica would be discussing the future of Santa Monica Airport, noting that the outcome could have an impact on Torrance Airport.

**9C.** Richard Root stated that he has filed several complaints regarding early left turns but has not gotten any feedback and does not know if his complaints are being investigated.

Deputy Director Cessna stated that nothing is generated if there is not a violation and time restrictions do not allow staff to communicate back to everyone who files a complaint.

## **10. ADJOURNMENT**

**MOTION:** At 8:20 p.m., Commissioner Jacobsen moved to adjourn the meeting to Thursday, April 10, 2014 in the West Annex meeting room at 7:00 p.m. Commissioner Donnellan seconded the motion and, hearing no objection, Chairperson Glass so ordered.

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Approved as submitted April 10, 2014 s/ Sue Herbers, City Clerk
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